



**Department of Development**  
222 N. Chauncey Ave., Room 102  
West Lafayette, Indiana 47906  
Phone: 765-775-5160

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster  
Nicole Stocks, Accounting III

FROM: Dale Dixon, Interim Director of Development

DATE: June 14, 2016

SUBJECT: Expanded Intern Duties - Bryce Patz

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Bryce Patz was hired as an Urban Forestry Intern working full time beginning on May 2, 2016. Due to an open Administrative position in the Department of Development, we'd like to expand Bryce's duties to fill in for this position in the interim. Bryce's rate of pay will increase to \$13/hour beginning on Monday, June 13, 2016.